

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Microbiological Data Program**

SOP No: MDP-SHIP-02		Page 1 of 7
Title: MDP Microbiological Cultures Shipping Instructions		
Revision: Original	Replaces: MDP-LABOP-04	Effective: 08/15/03

1. Purpose:

To provide standard instructions for shipment of microbial cultures isolated in Microbiological Data Program (MDP) laboratories.

2. Scope:

This standard operating procedure (SOP) shall be followed by all laboratories conducting microbiological studies for MDP, including support laboratories conducting non-routine activities that may impact the program.

3. Outline of Specific Procedures:

- 5.1 Packaging and Shipping of Cultures
- 5.2 Contact Information
- 5.3 Shipping Destinations
- 5.4 Confirmation of Receipt

4. References:

- SOP MDP-LABOP-04, Shipping Microbiological Cultures, original, 10/01/01

5. Specific Procedures:

- 5.1 Packaging and Shipping of Cultures
 - 5.1.1 Tighten and seal with Parafilm or sealing film the caps of tubes with nutrient agar slants that have visible growth.
 - 5.1.2 Store slants at room temperature until a full box is available for shipment.
 - 5.1.3 Submit information in the shipping container indicating the type of fresh produce that the culture is isolated from, the MDP sample identification number, and the State where the sample is obtained.
 - 5.1.4 Be sure to use the appropriate shipping container and the most rapid delivery service available.
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5.1.5 Ship infectious agents (*Salmonella* species or *Escherichia coli* isolates) in accordance with appropriate Federal government regulations (see references *Federal Register* (FR) 36(93): 8815-8816, FR 37(191): 20554-20556, and FR 45(141): 48626-48629).

5.1.6 Refer to SOP MDP-SHIP-01 for detailed packaging and shipping procedures for microbiological cultures.

5.2 Contact Information

5.2.1 ARS Antimicrobial Resistance Research Unit Laboratory, Athens, GA

Ms. Takiyah Ball
USDA-ARS-RRC
Antimicrobial Resistance Research Unit
Richard B. Russell Research Center
950 College Station Rd
Athens, GA 30605-2720
Phone: (706) 546-3603 and Fax: (706) 546-3066

Please send an e-mail notification to ARS indicating when the box was shipped. Send notifications to takiyah.ball@usda.gov, with cc: to paula.cray@usda.gov.

5.2.2 Pennsylvania State University (PSU)

For virulence attributes and serotyping (*E. coli*) and antimicrobial resistance testing (*E. coli* and *Salmonella* spp.)

The Pennsylvania State University
Gastroenteric Disease Center
Wiley Laboratory
Orchard Road
University Park, PA 16802
(814) 863-2167.

Please send an e-mail notification to Penn State University indicating when the box was shipped. Send notifications to mads@psu.edu or rcd3@psu.edu

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5.2.3 University of Pennsylvania

For serotyping (*Salmonella* only):

The Salmonella Reference Center

Myrin Building

The University of Pennsylvania

School of Veterinary Medicine

382 West St. Road

Kennette Square, PA 19348

Emergency contact: Dr. Donald Munro

(610) 444-5800 Ex 2337 (Day)

(610) 268-8977 (Night)

Please send an e-mail notification to University of Pennsylvania indicating when the box was shipped. Send notifications to dmunro@vet.upenn.edu

5.3 Shipping Destinations

5.3.1 For positive *E. coli* isolates:

5.3.1.1 Send one nutrient slant of each culture to the ARS laboratory for the National Antimicrobial Resistance Monitoring System (NARMS) panel test.

5.3.1.2 Send one nutrient slant of each culture to PSU (Gastroenteric Disease Center) for serotyping and antimicrobial susceptibility testing.

5.3.2 For positive *Salmonella* isolates:

5.3.2.1 Send one nutrient slant of each culture to the ARS laboratory for the NARMS panel test.

5.3.2.2 Send one nutrient slant of each culture to Penn State University (*Salmonella* Reference Center) for antimicrobial susceptibility testing.

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5.3.2.3 Send one nutrient slant of each culture to University of Pennsylvania for serotyping.

5.4 Confirmation of Receipt

- 5.4.1 The recipient of the cultures shall notify the sender as soon as the package arrives, preferably by e-mail message.
- 5.4.2 A log sheet for the recipient laboratory shall say that the cultures are received on a particular date and time.
- 5.4.3 A record shall be kept to document all pertinent information on the cultures (including their condition upon receipt) in order to maintain their complete identity while being further tested and during storage.

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Grace Hall

08/07/03

Approved by: Grace Hall, Chairperson Date
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08/11/03

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ELECTRONICALLY REPRODUCED SIGNATURES

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Original

February 2003

Monitoring Programs Office

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- This SOP provides specific information regarding contacts for laboratories performing additional testing or maintaining culture collections
 - General packaging and shipping procedures/requirements as previously specified in SOP MDP-LABOP-04 may now be found in SOP MDP-SHIP-01, Shipping Microbiological Cultures
 - Modified scope for consistency with other MDP SOPs
 - Removed “Principle” section
 - Renumbered for consistency with other SOPs
 - Referenced original shipping SOP, MDP-LABOP-04
 - Included section for packaging and shipping notes and references
 - Added provisions for shipment of isolates to Pennsylvania State University and University of Pennsylvania
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